



Brian Schweitzer
Governor

MONTANA PUBLIC DEFENDER COMMISSION

STATE OF MONTANA

Richard E. "Fritz" Gillespie
Chair

Chief Public Defender

Are you an experienced litigator who is committed to ensuring equal access to justice for impoverished citizens? Do you have a strong supervisory and management background? If so, you could be the next Chief Public Defender for the State of Montana. The Office of the State Public Defender is looking for an experienced manager with a passion for state service and the ability to lead a complex organization. The Chief Public Defender works with the Public Defender Commission to manage the statewide Public Defender System which delivers assigned counsel services in State, County, Municipal, and City courts.

Duties:

Management and Supervision – Supervise Regional Public Defenders, the Major Crime Unit Supervisor and Central Office Staff. Oversee training and a performance evaluation program for attorneys, non-attorney staff members, and contractors. Ensure proper caseload management. Ensure adequate and publically responsible resource allocation. Ensure accurate collection and reporting of caseload data. Provide assistance in resolving conflicts of interest in an appropriate and ethical manner. Manage highly sensitive public, political and agency specific issues.

Policy and Planning – Assist the Public Defender Commission in developing and implementing statewide policies based on short and long term strategic goals. Monitor and implement the strategic plan approved by the Public Defender Commission that supports both short and long-term goals and objectives. Oversee maintenance of policies, standards, and procedures. Ensure that counsel assignments for capital cases are consistent with standards issued by the Montana Supreme Court. Ensure that quality administrative management procedures are in place for each regional office. Design methods to ensure that eligibility standards are communicated, followed, and maintained.

Communication and Outreach – Represent the Office of the State Public Defender for the State of Montana. Represent the office on behalf of the Public Defender Commission and the Governor regarding the Public Defender System. Actively seek gifts, grants, and donations that may be available through the federal government or other sources to help fund the system. Ensure that public defenders, office personnel, and clients are aware of avenues available for bringing forward complaints about public defender performance.

Public Relations and Legislative Processes – Represent the Public Defender Commission and the Office of the State Public Defender in the public and private sectors and in particular during legislative sessions and at interim committee hearings. Prepare and present budget information to legislative committees. Represent the Public Defender Commission and the agency at public hearings, before the legislature, and in committee hearings. Study proposed legislation to determine possible effect on matters of interest to the Public Defender Commission and the agency. Recommend legislative changes to the Commission. Confer with legislators and officials to emphasize weaknesses or merits of specific bills to influence passage, defeat, amendment, or introduction of legislation.

Knowledge, Skills and Abilities:

- Demonstrate an ability to provide strong leadership skills, management experience, and organizational direction
- Demonstrate an ability and understanding of working effectively with a governing board
- Possess strong interpersonal and communication skills
- Have knowledge and experience in public administration, public relations, government organization, lobbying, state budgeting, and legislative processes
- Possess an ability and willingness to establish and maintain effective working relationships with the public, elected officials, defendants, witnesses, judges, court personnel, and law enforcement
- Possess analytical and problem solving skills
- Be able to energize and lead the statewide Public Defender System
- Actively demonstrate a commitment to the state and the mission of Public Defender system
- Be able to build trust and credibility in working relationships
- Have extensive knowledge of the Public Defender arena
- Possess knowledge of legal and court policies, procedures, practices, terminology and systems; state and federal laws, rules and regulations; and principles and practices of evidence collection

Education and Experience:

This position requires a Juris Doctorate from an ABA accredited law school. Candidates must be eligible to sit for the Montana Bar Exam although current admission to the Montana Bar is preferred. Applicants should also have at least six years of practical experience in law, preferably in litigation of criminal and civil law, and five years of progressively responsible management and supervisory experience.

Additional Information:

- This position requires a regular presence in the Butte office. However, extensive statewide travel is also required.
- Pursuant to Montana's open meetings laws, the Public Defender Commission may review and consider application materials in open session. Once application materials are given to the Public Defender Commission, applicant names may be disclosed to the public upon request. For those applicants selected as finalists, names, and other information about the applicants' backgrounds and qualifications will be disclosed to the public through a press release.
- This position is being offered with a salary range of \$82,500 - \$93,500/year, commensurate with experience. In addition, employees new to state government are eligible, on an annual basis, to earn 15 days of vacation, 12 sick days, 10 holidays, as well as full health and dental benefits, life insurance, and retirement. Relocation expenses are not available for this position.
- For further information regarding the Office of the State Public Defender and the duties of the Chief Public Defender, see the Montana Public Defender Act (Title 47, M.C.A.)
- For more information on the selection process please visit the Montana Office of the State Public Defender web site at www.publicdefender.mt.gov
- The position closes November 30, 2011. All application materials must be received by midnight on the closing date.
- To apply please visit www.mt.gov/statejobs and search for "Chief Public Defender"
- The State of Montana is committed to equal opportunity, nondiscrimination, and harassment prevention in all aspects of employment.